

Business Continuity/Disaster Recovery Shared Services Group

November 22, 2006 Meeting Notes

Agenda

1. Review and discuss second iteration of the Office of the CIO assumptions and dependencies.

Just prior to the meeting, the second iteration of the Office of the CIO assumptions and dependencies was distributed via email for review.

It may be better to reference the CIO assumptions and dependencies in an agency disaster recovery plan rather than include the text in the agency plan. That will eliminate the possibility of the assumption and dependency text in the agency disaster recovery plan becoming outdated as the Office of the CIO makes revisions to the assumptions and dependencies.

The consensus of the Group was that the second iteration of the CIO assumptions and dependencies was an improvement over the first iteration.

The group suggested that the following ideas be incorporated into the third iteration of the CIO assumptions and dependencies:

- Separate statements of fact from the assumptions and dependencies. Currently, there are statements of fact embedded within the CIO assumptions and dependencies. They should be removed from the assumptions and dependencies and placed in the document just prior to the assumptions and dependencies.
- Attempt to categorize and group assumptions and dependencies. Several of the assumptions and dependencies relate to equipment and several to staff. They should be listed together within an equipment category of assumptions and a staff category of assumptions.
- Review the fifth and six pages of the CIO assumptions and dependencies to determine if the assumptions/dependencies stated on those pages have already been stated in general terms in the first four pages. If an assumption/dependency on the fifth or sixth page has not been stated in general terms in the first four pages, add a generally stated assumption/dependency to those on the first four pages.

During the discussion, the topic of DRP documentation availability after a disaster arose. Steve Cherep indicated that to resolve that issue, HHSS DRP documentation would be stored electronically in several locations throughout Nebraska to ensure access to the documentation after a disaster.

The group discussed what their next activities might be. There were two suggestions:

- Integrate CIO assumptions and dependencies into individual agency disaster recovery plans
- Consider conducting mock negotiations to determine the impact CIO assumptions and dependencies

The Group requested additional information regarding the progress made during the meetings with the Lt Governor and agency directors to identify agency critical business functions. Steve Henderson stated that a list of agency critical business functions had been generated. Each critical business function had been placed into one of two groups that are related to priority of restoration. One group of critical business functions (the “Response” category) should be restored immediately after the disaster and the other group (the “Recovery” category) should be restored after the “Response” critical business functions have been restored. Steve also indicated that the next step would be to generate an IT response to the list of critical business functions. The IT response will require input from several state IT sources including the BC/DR Shared Services Group. The Group requested that the list of agency critical business functions be distributed to meeting participants.